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CONFIDENTIAL

[redacted]

OO Notice No. 55-4 20 June 1957

SUBJECT: Office of Operations Career Service Board

RESCISSION: OO Notice No. 55-1, same subject, dated 10 January 1955

REFERENCE: CIA Regulation 20-110, dated 15 December 1955

1. General

This notice is issued to revise the responsibilities and functions of the Office of Operations Career Service Board, and to delegate certain of those responsibilities and functions to the Career Service Boards of Contact Division, Foreign Documents Division, and [redacted]

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2. Membership

The Career Service Board will consist of the following members:

Assistant Director for Operations, Chairman
Deputy Assistant Director for Operations, Member
Chief, Contact Division, Member
25X1A Chief, Foreign Documents Division, Member
[redacted]
Chief, Soviet Staff, Member

A member of the Planning and Coordinating Staff of the Office of the Assistant Director for Operations will serve as Secretary. In the absence of a Division Chief or the Chief of Soviet Staff, a Deputy Chief may sit as a member. Board meetings will normally be held once a week, or as scheduled by the Head of the OO Career Service (AD/O).

3. Responsibilities

The OO Career Service Board is responsible for:

a. Advising the AD/O on Agency personnel policy, and on programs or proposals which may have an effect on the careers of OO personnel;

b. Monitoring the application and functioning of the Agency Career Service program, to ensure that OO personnel receive all possible benefits;

c. Assisting the AD/O in the development and implementation of sound personnel management policies and procedures within the Office of Operations; and

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d. Advising Division Chiefs and Division Career Service Boards on the implementation of Agency and Office personnel policies and career development programs.

4. Functions

a. The Board will review all proposed changes in major policies and programs in the fields of personnel management, career development and training and will make appropriate recommendations to the AD/O. The Board will also be responsible for initiating required action to develop new policies and programs in these fields.

b. The Board will review individual personnel actions, proposals and nominations in the following categories and will recommend to the AD/O that he approve, disapprove, or take other appropriate action on the request or proposal:

(1) Rotation or Reassignment

Interoffice rotation or reassignment of personnel wishing to retain an OO Career Service Designation; interdivisional rotation or reassignment of personnel in grades GS-12 and above.

(2) Vacancies

All vacancies in grade GS-12 and above which might be filled by interdivisional transfers or which will be advertised to other DD/I Offices.

(3) Nominations for Vacancies

In the case of more than two nominees from the Divisions for a vacancy in another DD/I Office, the Board will review and select the two best qualified as Office nominees.

(4) Promotions

All recommendations for promotions to grades GS-13, 14 and 15 will be reviewed by the Board, after competitive evaluation by Division Boards or Panels. In addition, the Board will review all unusual promotions (such as those involving exceptions to time-in-grade requirements, etc.), and all proposals for Personnel Merit Assignments. The functions of competitive evaluation, review and approval of normal promotion actions up to grade GS-12 will be performed by the Division

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(5) Career Staff Membership

All applications for membership in the CIA Career Staff will be reviewed by the Division Career Service Boards and noted by the OO Board. However, if applicants are placed in categories B or C, their cases will be reviewed by the OO Board and appropriate recommendations made to the AD/O.

(6) Career Development

The Board, at the request of its Chairman or any member, will provide advice and assistance in regard to individual career development plans and Career Preference Outlines as appropriate.

(7) Awards

The Board will review all recommendations for Agency awards and decorations.

(8) Training

The Board will review all requests for Agency-sponsored external training, all requests for internal training in excess of 90 days, and all training requests whenever the number of nominees from the Divisions exceeds the OO quota.

c. A member of the Board may raise for Board consideration any case or matter in regard to personnel management or career policy that he deems appropriate.

d. Upon written request of any OO employee, the Board will review any individual career problems or personnel matters which have not been satisfactorily resolved by Division Career Service Boards.

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Assistant Director for Operations

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